

# GRANT COUNTY

## CONSERVATION, SANITATION AND ZONING DEPT

150 West Alona Lane, Suite #1, Lancaster, WI 53813 608/723-6377 X4

[sanitation@co.grant.wi.gov](mailto:sanitation@co.grant.wi.gov)

Fax: (608) 723-6792

### APPLICATION FOR VARIANCE PROCEDURES

FEE: \$100.00

The following is a review of the overall procedure involved in applying for a Variance. This review is not meant to be all-inclusive for all cases, but will provide an idea of what processes and materials are needed to successfully complete your variance request. If you have questions involving your individual request, please contact the Conservation, Sanitation & Zoning Dept. Office.

This packet contains: 1- A Variance Application form, 2- A Request for Town Participation form, 3- A Variance Application Data form

**The Variance application must be completed and submitted {with fee} to the Conservation, Sanitation & Zoning Dept. before a public hearing date can be scheduled.** *Once the permit application is received by the Conservation, Sanitation & Zoning Dept. to expedite the process, the applicants request will be allowed to be placed on the Grant County Board of Adjustments hearing agenda before the applicant meets with the Town. However, the Conservation, Sanitation & Zoning Dept. must have the completed Town Participation Form prior to the date of the County hearing.*

**Note: If the Town Participation Form is not completed and provided for the hearing and the request is postponed as a result, the applicant shall pay another application fee.**

Board of Adjustment hearings are scheduled on a first come, first served basis and are held at the Grant Co. Administrative Building Room 266 as the Grant Co. Board of Adjustments may determine. The Conservation, Sanitation & Zoning Dept. staff will answer questions about the application, but the staff cannot be responsible for any defects that may arise in your application nor provide you with legal advice.

### APPLICANT REQUIREMENTS & PUBLIC HEARING INFORMATION

On the VARIANCE APPLICATION form under Property Location, the complete legal description of the property must be listed. This legal description can be obtained from the following: (1) Property tax bill, (2) Plat of Survey, (3) Title policy. If the legal description is too large for the space provided it may be attached as a second page to the application.

The application must be signed by all property owners of record. If an agent is to sign the application, written proof of authority is required to accompany the application. If the property is in a Trust, the Trustee must sign the application, provide proof of authority and the names and addresses of all those with a beneficial interest in the Trust. The application must be complete including an address and phone number where someone can be reached for questions or information.

### Public hearing before the Board of Adjustment:

At the public hearing, the petitioner will be required to make a presentation pursuant to the items listed below. The Board of Adjustment does not require that the petitioner have an attorney; however, they may be represented by one if they wish. This presentation can be of any length and can involve any additional materials that are relevant to the petition. The Board of Adjustment does request that all presentations be kept as short as possible and also wishes to inform the petitioner that any materials presented as evidence to the Board of Adjustment will be kept permanently with the petition.

### Public Hearing Presentation:

Petitioner, person's attorney or agent must attend the public hearing and present testimony. All exhibits by the petitioner will be marked and retained by the Board of Adjustment.

The order of presentation will be:

(1) - Planning & Zoning staff findings, (2) – Petitioner, (3) - Persons appearing in support, (4) - Persons appearing in opposition

Rationale for zoning relief must be given in narrative form by the petitioner with information provided that the proposed variance and associated structures will not be hazardous, harmful, offensive, or otherwise adverse to the general welfare of the community.

All questions arising from the public shall be directed to the Board of Adjustment Chairperson.

### Decisions:

Assuming no problems, after the Public Hearing the Board of Adjustment will announce their decision. The Board of Adjustment may recess to closed session and reconvene in open session to announce the decision.

# GRANT COUNTY VARIANCE APPLICATION

[sanitation@co.grant.wi.gov](mailto:sanitation@co.grant.wi.gov)

Phone: 608-723-6377 X4

FAX: 608-723-6792

**Office use:**

Tax Parcel # \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

County Zoning District: \_\_\_\_\_ SPO Zoning District: \_\_\_\_\_ FIRM/Flood Study: \_\_\_\_\_

**Applicant:**

**Property Location:**

Owner(s) Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4 Sec. \_\_\_\_\_ T \_\_\_\_\_ N R \_\_\_\_\_ W

Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_

Subdivision/CSM# \_\_\_\_\_

Phone# \_\_\_\_\_

Town of \_\_\_\_\_

**Property information:**

**Tax Parcel #** \_\_\_\_\_

**Total area of the base farm tract** (total acreage of the contiguous property) is: \_\_\_\_\_ acres

**Current use is:** \_\_\_\_\_ **Proposed use is:** \_\_\_\_\_

**Hardship or reason for request:**

Section # \_\_\_\_\_ of the Grant County \_\_\_\_\_ Ordinance cannot

entirely be satisfied because \_\_\_\_\_

**Variance requested:**

*In lieu of complying exactly with the rule, the following alternative is proposed:* \_\_\_\_\_

**IMPORTANT:** An attached plot plan or location sketch drawn to scale or with dimensions is required **{4 copies}** showing the location, boundaries, uses and sizes of the following applicable items: subject site with property lines, existing and proposed structures, all structure setbacks {current & proposed}, sanitary system, utilities, parking areas, property drainage, proposed excavation and/or filling, roads, and road rights-of-way lines, easements, driveways, trees, all other pertinent features and any additional information as requested by department staff pursuant to this variance request.

A Variance granted by the Board of Adjustment shall expire within one (1) years unless substantial work has commenced.

**If the town Participation Form is not completed and provided for the hearing and the request is postponed as a result, the applicant shall pay another application fee.**

The undersigned hereby applies for the variance requested above and states that the information on this application and the attached plot plan are accurate.

**Property Owner(s) Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

# GRANT COUNTY CONSERVATION, SANITATION AND ZONING DEPARTMENT

## REQUEST FOR TOWNSHIP PARTICIPATION

### LAWS REGARDING COMPREHENSIVE PLANS:

Wisconsin Statute 66.1001(3) ACTIONS, procedures that must be consistent with comprehensive plans. Beginning on January 1, 2010, land-use decisions made by local governmental units shall be consistent with that local governmental unit's Comprehensive Plan.

### APPLICANT COMPLETES THE REQUEST INFORMATION

To the request for (Name) \_\_\_\_\_ to be granted a:

Request type: (Note if the request is a Rezone check both Comp. Plan Map Change & Rezone)

Brief description of request:

\_\_\_\_\_ COMP. PLAN MAP CHANGE → \_\_\_\_\_

\_\_\_\_\_ REZONE → \_\_\_\_\_

\_\_\_\_\_ CONDITIONAL USE → \_\_\_\_\_

\_\_\_\_\_ VARIANCE → \_\_\_\_\_

\_\_\_\_\_ SPECIAL EXCEPTION → \_\_\_\_\_

For the property: Tax Parcel# \_\_\_\_\_ - Property Address \_\_\_\_\_

### TOWN BOARD: PLEASE FILL OUT INFORMATION BELOW COMPLETELY

Upon completion return to applicant

(1) - Does the town have any regulations that apply to the request {circle one}?      Yes      No

If yes – please explain: \_\_\_\_\_

(2) - Is the request consistent with the Towns Comprehensive Plan {circle one}?      Yes      No      N/A

(3) - If not consistent with the Town Comprehensive Plan,  
does the town wish to amend the Comprehensive Plan Map to allow the request? {circle one}      Yes      No      N/A

(4) - Does the town wish to amend the Comprehensive Zoning Ordinance Zoning District? {circle one}      Yes      No      N/A

THE TOWN BOARD OF THE TOWN OF \_\_\_\_\_ ON THIS DATE \_\_\_\_\_

\_\_\_\_\_ DOES NOT OBJECT TO THE REQUEST      \_\_\_\_\_ OBJECTS TO THE REQUEST

Board Vote:      Number In-Favor \_\_\_\_\_      Number Apposed \_\_\_\_\_      Number Abstain \_\_\_\_\_

Reason(s) for the town board decision: \_\_\_\_\_

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
SUPERVISOR

**APPLICANT:** To get this form completed by the Town, have your request placed on the Town Board Meeting Agenda. To ensure that the Planning & Zoning Committee or the Board of Adjustment makes a prompt decision on your request, be sure to return this completed form with your application.

# GRANT COUNTY VARIANCE APPLICATION DATA FORM

Applicant Name: \_\_\_\_\_ Tax Parcel No. \_\_\_\_\_

**NOTES:** When requesting a Variance, proof of hardship, practical difficulties, why compliance with the rule is unnecessarily burdensome and / or other need for seeking relief from the provisions of the Ordinance(s) must be shown.

Depending on the request, in addition to the Town and property owners within 300 ft., this application may be forwarded to the following entities: {1} WDNR {2} WDOT {3} DATCP {4} Property owner associations.

Variance request for the following Ordinance(s):

- Grant County Comprehensive Zoning: ----- Section: \_\_\_\_\_
- Grant County Shore-land/Wetland Protection: ----- Section: \_\_\_\_\_
- Grant County Flood-plan Zoning: ----- Section: \_\_\_\_\_
- Grant County Sanitary: ----- Section: \_\_\_\_\_
- Grant County Subdivision: ----- Section: \_\_\_\_\_
- Grant County Non-Metallic Mining: ----- Section: \_\_\_\_\_

1. Explain how the proposed development varies from dimensional standards of the Ordinance {Variance requested should be the minimum needed to allow reasonable use}: \_\_\_\_\_

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2. Explain the hardship imposed by the Ordinance {To qualify, the applicant must demonstrate that the Ordinance regulation is unnecessarily burdensome}: \_\_\_\_\_

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3. Describe unique property features that cause hardship: \_\_\_\_\_

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4. Explain why the proposed variance will not harm the general public interest: \_\_\_\_\_

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5. Check all additional supporting documents and data, which are being submitted to help explain this project proposal:

Sketch plan \_\_\_\_\_ Topographic map \_\_\_\_\_ Detailed narrative \_\_\_\_\_  
Operations plans \_\_\_\_\_ Engineering plans \_\_\_\_\_ Floodplain hydraulic analysis \_\_\_\_\_  
Flood-proofing plans/specifications \_\_\_\_\_ Other {specify}: \_\_\_\_\_

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I certify that all data on my application forms, plans and specifications are true and correct to the best of my knowledge.

Property Owner(s) Signature \_\_\_\_\_

Date \_\_\_\_\_